

TITLE: Assistant Water System Director

WS-ADM/2

DEPARTMENT: Water System-Administration, Fayette County

JOB SUMMARY: This position assists in directing the operations of the Fayette County Water System.

MAJOR DUTIES:

- o Assists in insuring compliance with the Safe Drinking Water Act; researches new regulations and treatment processes.
- o Assists in planning, organizing, and directing Water System operations.
- o Approves Water System purchasing; participates in the development of budgets within the department; provides project and CIP guidance.
- o Participates in financial functions including revenue bond issues and debt service decisions.
- o Attends and provides input, information, or presentations to various meetings, including Board of Commissioners, Atlanta Regional Commission, Metropolitan North Georgia Water Planning District, Fayette County Technical Review Committee, Georgia Association of Water Professionals, school classes, and civic groups.
- o Handles customer complaints and inquiries.
- o Serves on various committees.
- o Attends seminars and conferences.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard management and supervisory practices.
- o Knowledge of the EPA Safe Drinking Water Act and the Department of Natural Resources Drinking Water Act.
- o Knowledge of current water treatment rules and regulations.
- o Knowledge of water chemistry and microbiology.
- o Knowledge of hydraulics.

- o Knowledge of the meter reading and billing system.
- o Knowledge of building and grounds maintenance.
- o Knowledge of computers and job related software programs.
- o Knowledge of county projects, regional water plans, and zoning and development regulations.
- o Skill in the development and management of annual budgets.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Water System Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include the EPA Safe Drinking Water Act, EPD Rules for Safe Drinking Water, the Safe Dams Act, the Fayette County Code, the Employee Safety and Loss Control Manual, American Water Works Association Standards, and Water System standard operating procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied management, supervisory, and administrative duties. Strict regulations and procedures contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to assist in directing the activities of the Water System. Success in this position ensures compliance with relevant rules and regulations, coordination between differing county functions, and supports major projects and major technology improvements.

PERSONAL CONTACTS: Contacts are typically with co-workers, customers, city governments, fire departments, state and federal officials, members of the Metropolitan North Georgia Water Planning District, school teachers, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light or heavy objects and climbs ladders.

WORK ENVIRONMENT: The work is typically performed in an office or outdoors occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Laboratory Manager (1), Water Treatment Plant Manager (1) and other department personnel.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.

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- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.

- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.

- o Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.

EXEMPT/HIPAA/IWE